



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## SHARED SERVICES COMMISSION

### MEETING MINUTES

March 17, 2009

**MEMBERS PRESENT:** Clayton Bannock, Ann Harford, Tim Derby and Joe Wehr  
**MEMBERS ABSENT:** Dale Roberson and Dennis Milanovich  
**OTHERS PRESENT:** Deborah Hoffman, Recording Secretary

**1. CALL TO ORDER:**

Chairman Bannock called the meeting to order at 7:40 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

**2. CITIZENS FORUM:**

None.

**3. APPROVAL OF MINUTES: February 17, 2009**

**MOVED (DERBY), SECONDED (WEHR) AND PASSED [ABSTENTION: HARFORD]  
TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF  
FEBRUARY 17, 2009.**

**4. DISCUSSION REGARDING SHARED SERVICES:**

Chairman Bannock opened the discussion by distributing a copy of two letters [attached] he drafted; one addressed to Mr. Stupinski, the First Selectman, and the other to Mr. Cullinan, the Public Schools Superintendent, both regarding the IT infrastructure analysis. He wanted another Shared Services Commission member to review the letters for any corrections before sending them and as he had been unable to coordinate with Mr. Milanovich, he brought them to this meeting. While the letters were being read and passed around, some discussion occurred regarding the new DPW head and the town's business relations with Buck & Buck. All members present had an opportunity to read and make any desired changes to the letters. Chairman Bannock stated he would deliver these letters within the week.

Chairman Bannock also asked the Commission's opinion on requesting a replacement for Mr. Roberson. Discussion followed and it was agreed Chairman Bannock would send him an email stating the Shared Services Commission would like to find a replacement as he often has a prior commitment on the meeting night. Depending on his response, the item of electing replacements could be put on the BOE's agenda for their next meeting to expedite the process. Chairman Bannock also noted this Commission is short two citizen members and made a plea for all members to solicit people they know to fill the positions.

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Next, Chairman Bannock stated he feels the payroll and IT portion of their assessment is coming to a close soon and the Commission should be looking for new ideas of areas to explore. Ms. Harford noted she has been hearing a lot about regionalization, which is combining aspects across towns, such as one superintendent per county instead of per town. Some discussion followed on the drawbacks and benefits of this and it was agreed that this area is not really under this Commission's jurisdiction as implementation of it would most likely need to come from the state level. Chairman Bannock brought up the area of custodial and maintenance that was looked at in the beginning of this Commission, but was set aside. Some discussion ensued regarding the history of this research, how to restart it, and the history of the creation of the Shared Services Commission. Mr. Wehr noted it would be beneficial for members to take this next month to brainstorm individually and collectively via email new areas for research and consideration to create a new strategy to accomplish this Commission's mission. All members agreed. He suggested looking at other town department's organization in order to discover new areas for them to analyze in Ellington. He also noted it may be beneficial to discuss this Commission's findings with Ellington town employees and ask if they have any additional ideas. Some discussion followed about the best way to eventually present the findings regarding Shared Services. For the next meeting, all members agreed to investigate new areas for the Shared Services Commission to analyze and then come with their ideas. Ms. Harford agreed to explore the custodial and maintenance information for the town by contacting Mr. DiCorleto in the Finance Department. Chairman Bannock stated he already has a copy of the BOE's information that he will send to her via email.

**5. ADJOURNMENT:**

**MOVED (HARFORD), SECONDED (DERBY) AND PASSED UNANIMOUSLY TO  
ADJOURN THE MEETING AT 8:35 PM.**

Respectfully submitted,



Deborah Hoffman  
Recording Secretary

**Shared Services Committee - Request for Support and Information** Thursday, March 19, 2009 11:56 AM**From:** "CLAYTON BANNOCK" <claytonbannock@sbcglobal.net>**To:** "Michael Stupinski" <mstupinski@ellington-ct.gov>**Cc:** "Deborah Hoffman" <debhoff425@yahoo.com>

Mr. Stupinski,

The Shared Services Committee is performing an analysis of the BOE and Town Information Technology (IT) and Accounting functions. As part of this activity, we request your support to enable employees of the BOE to schedule and execute a survey of the IT infrastructure and software currently being used by the Town and request that you provide a copy of the current contract with ADP for the payroll services to the Shared Services Committee. Would you also please advise as to whom the BOE representative should contact to discuss the IT survey?

Separately, it has come to the attention of the Committee that the Buck & Buck relationship has not been competitively sourced and that there is no contract in place. For your consideration, the Committee is recommending that these services be competitively bid by the Town and that if a Buck & Buck contract was to be executed that it includes a Termination for Convenience clause.

We appreciate your support of the Shared Services Committee's efforts.

Kind Regards,

Clayton Bannock  
Chairman  
Shared Services Committee



**Shared Services Committee - Request for Support and Information** Thursday, March 19, 2009 12:06 PM

**From:** "CLAYTON BANNOCK" <claytonbannock@sbcglobal.net>

**To:** "Stephen Cullinan" <scullinan@ellingtonschools.net>

**Cc:** "Deborah Hoffman" <debhoff425@yahoo.com>

Mr. Cullinan,

As you are aware, the Shared Services Committee is considering a recommendation to combine the IT support for BOE and the Town. The Shared Services Committee would appreciate your support to enable us to work with Mr. Collins (or another appropriate BOE employee) to plan and execute a survey of the Town's IT infrastructure and software needs in order to complete our analysis in a timely manner. Would you please confirm your support of this activity and direct me to the appropriate contact?

Kind regards,

Clayton Bannock  
Chairman  
Shared Services Committee

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